

Minimum Contractor Qualifications for NSP Homes

Revised November 23, 2011

The Neighborhood Stabilization Program seeks to rehabilitate vacant housing or construct new housing on vacant lots within targeted areas of the City of St. Paul. Please note the following minimum qualifications that apply to all bidders. The City of St. Paul HRA reserves the right to check the qualifications of contractors for each NSP house; previous experience working on an NSP home, for the City of St. Paul, or for the City of St. Paul HRA will not automatically result in a determination of a contractor as qualified.

Quality Workmanship and Qualifications

- Three references from jobs with similar work (include on Contractor Qualification form)
- 2 financial references (include on Contractor Qualification form)
- At least 2 years of experience as a General Contractor (HRA will verify)
- Review of standing with Secretary of State, Federal Disbarment list, City of St. Paul disbarment list, Department of Labor and Industry, Better Business Bureau (HRA will verify)
- Houses with historic features or located within a historic district may require demonstration of quality workmanship for historic renovation at the discretion of HRA staff.

Financial Capacity

- Demonstrated ability to pay 2 months of construction costs for each NSP project awarded (these amounts are added together if more than one project is under construction). For a 120 day project, the contractor shall demonstrate the ability to pay 50% of bid amount. For a 90 day project, the contractor shall demonstrate the ability to pay 65% of bid amount. Demonstration can be in the form of:
 - Line of credit from banking or lending institution
 - Cash balances in bank or retirement accounts

Ability to Perform

- Up-to-date submittals to Affirmative Action, Section 3, and Vendor Outreach programs.
- Adherence to timelines confirmed from professional references.
- Use of certified subcontractors for environmental remediation
 - Insulation: contractor must be on Xcel Energy approved contractor list
 - Asbestos: contractor must be certified for asbestos removal by the State of Minnesota
 - Lead: either general contractor or subcontractor must be certified for lead abatement by the State of Minnesota
 - Radon: contractor must be on Minnesota Department of Health approved radon mitigation list

Bid Award Policy

- Contractors that meet the criteria for qualification above, yet have not worked on an **NSP** project previously will initially be awarded one house, even if the contractor is low bidder for more than one house. Once the contractor demonstrates quality workmanship, financial capacity, and ability to perform timely completion, they may be awarded more than one house at the same time for subsequent bids on a case-by-case basis.

Other Qualifications

- Each property has its own unique characteristics and challenges. Variables include items relating to environmental conditions, historic nature of structures, etc. Depending on the specific property, there may be other qualifications needed by the bidder which will be specified by the City/HRA in its request for bids.

This notice may be amended from time to time at the discretion of the City/HRA.